

**REPORT OF THE
HUMAN RESOURCES COMMITTEE OF THE
BOARD OF DIRECTORS OF THE
COOK COUNTY HEALTH AND HOSPITALS SYSTEM**

November 24, 2008

ATTENDANCE

Present: Chairman Andrea L. Zopp and Directors David Carvalho; Quin R. Golden; Sister Sheila Lyne, RSM and Jorge Ramirez (5)

Chairman of the Board Warren L. Batts (Ex-Officio)

Absent: None (0)

Also Present: Directors Hon. Jerry Butler; Benn Greenspan, PhD, MPH, FACHE; Luis Muñoz, MD, MPH and Heather E. O'Donnell, JD, LLM

Matthew B. DeLeon – Secretary to the Board, Cook County Board of Commissioners; Patrick T. Driscoll, Jr. – Deputy State's Attorney, Chief, Civil Actions Bureau, Office of the State's Attorney; Maurice Lemon, MD, MPH – Chief Medical Officer, John H. Stroger, Jr. Hospital of Cook County; Jeff McCutchan – Supervisor, Transactions and Health Law Division, Office of the State's Attorney; John M. Raba, MD – Interim Chief Medical Officer, Cook County Health and Hospitals System; Elizabeth Reidy – Deputy Chief, Civil Actions Bureau, Office of the State's Attorney; Jonathan Rothstein – Deputy Bureau Chief, Bureau of Human Resources of Cook County; David R. Small – Interim Chief Executive Officer, Cook County Health and Hospitals System; Joseph Sova – Chief, Cook County Bureau of Human Resources; Sidney Thomas – Chief Operating Officer, Provident Hospital of Cook County

Ladies and Gentlemen:

Your Human Resources Committee of the Board of Directors of the Cook County Health and Hospitals System met pursuant to notice on Monday, November 24, 2008 at the hour of 7:30 A.M. at Stroger Hospital, 1901 W. Harrison Street, in the fifth floor conference room, in Chicago, Illinois.

Your Human Resources Committee has considered the following items and upon adoption of this report, the recommendations follow.

Roll Call

Matthew B. DeLeon, Secretary to the Board of Commissioners of Cook County, called the roll of members and it was determined that a quorum was present.

Update and discussion of pending information requests

Chairman Zopp reviewed the information requests that were pending. She stated that the County's Compliance Administrator, Judge Julia Nowicki, may be coming to the Committee's meeting in December.

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David R. Small, Interim Chief Executive Officer of the Cook County Health and Hospitals System, provided an update on other pending requests. He stated that many of the responses to the requests were posted on the shared drive; some of the responses to requests are still in process.

With regard to the information provided for posted and request-to-hire positions, Chairman Zopp requested a breakdown of how long these positions have been pending from the date the request to hire has been signed off by the System¹.

Mr. Small replied that this information will be provided and posted to the shared drive.

The discussion turned to the subject of filling open positions, while keeping in mind the System's ongoing strategic planning efforts. Mr. Small stated that he would look to ensure that those positions for which they are actively recruiting are critical positions. He will update the Committee on the results of this review².

Director Carvalho inquired regarding the information provided on displacement positions, in relation to the Department of Public Health and the Family Case Management transition.

Mr. Small stated that he would review the information and provide a response to Director Carvalho's question. In addition, he stated that he would get a full reporting on the subject from Dr. Stephen Martin, Chief Operating Officer of the Cook County Department of Public Health³.

Update on the status of recruitment and hiring for senior leadership positions.

Mr. Small provided information on the status of recruitment and hiring for senior leadership positions.

Director Carvalho inquired whether the Corporate Compliance Officer's responsibilities would include receiving complaints relating to human resources and personnel matters.

Mr. Small responded that the Corporate Compliance Officer could receive such complaints, through, for example, an employee hotline. For such complaints, they would be responsible for reviewing and determining the appropriate action. Such actions could include forwarding it to the human resources area or to the County's Compliance Administrator. He added that there are many existing routes available for employees to report human resources and personnel matters.

Chairman Zopp stated that she envisions this position to be one relating to corporate compliance and ethics. She added that she expects that complaints forwarded to the County's Compliance Administrator will be monitored by the Corporate Compliance Officer for any appropriate action necessary or to provide updates on the issue to the Board.

In response to Chairman Zopp's inquiry on whether the position description was available on the shared drive, Mr. Small replied that he would ensure that it was posted⁴.

Chairman Zopp asked Mr. Small to provide the Committee with an update on the development of a Request for Proposals (RFP) for external recruitment firms.

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Mr. Small stated that the State's Attorney's Office is assisting in the development of a number of RFPs, including the RFP for external recruitment firms. He stated that the Committee should be seeing the draft fairly shortly; as soon as it is received it will be distributed to the members for their review and input. He asked Elizabeth Reidy, Deputy Chief of the Civil Actions Bureau of the Office of the State's Attorney, to elaborate.

Ms. Reidy stated that they are currently working on four RFPs for the System; the drafts for three should be received by the end of the week and the fourth for the search firm should be received by the next week. She stated that the RFP for the search firm is unique in that it will allow for the retention of one or more search firms, not exceeding a maximum dollar amount.

The Committee discussed the position relating to press and community relations. Director Carvalho inquired whether these functions should be combined into one position; Chairman Zopp indicated that when the position description is drafted, the Committee should review and discuss the issue.

Dr. Maurice Lemon, Chief Medical Officer of John H. Stroger, Jr. Hospital of Cook County, informed the Committee that the System-wide credentialing position has been filled. He stated that this critical position has been filled by a highly-respected individual with a great deal of experience in this area.

Proposed 2009 Human Resources Committee Meeting Dates

Chairman Zopp stated that this item would be deferred to the next meeting.

Update on labor negotiations.

Discussion of extension of System Interim Chief Financial Officer contract.

Discussion of personnel matters at Provident Hospital.

Joint discussion with Finance Committee on revenue cycle process redesign.

Chairman Zopp stated that she will be adding the discussion of personnel matters as a regular standing agenda item⁵.

Director Carvalho, seconded by Director Lyne, moved to recess the regular session and convene into closed session, pursuant to an exception to the Open Meetings Act, 5 ILCS 120/2(c)(2), et seq., which permits closed meetings for consideration of "Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees," and pursuant to an exception to the Open Meetings Act, 5 ILCS 120/2(c)(1), which permits closed meetings for consideration of "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity." THE MOTION CARRIED UNANIMOUSLY.

Director Carvalho, seconded by Director Golden, moved to adjourn the closed session and convene into regular session. THE MOTION CARRIED UNANIMOUSLY.

Public Comments

Chairman Zopp asked the Secretary to call upon any registered public speakers.

Mr. DeLeon responded that there were none.

Adjournment

Director Carvalho, seconded by Director Golden, moved to adjourn. THE MOTION CARRIED UNANIMOUSLY AND THE MEETING ADJOURNED.

Respectfully submitted,
Human Resources Committee of the
Board of Directors of the
Cook County Health and Hospitals System

Ms. Andrea L. Zopp, Chairman

Attest:

Matthew B. DeLeon, Secretary

The following was requested or was indicated as a follow-up item at this meeting:

¹ Follow-up: With regard to the information provided for posted and request-to-hire positions, request for a breakdown of how long these positions have been pending from the date the request to hire has been signed off by the System. On page 2. (David Small)

² Follow-up: Provide update on review of whether those positions for which they are actively recruiting are critical positions. On page 2. (David Small)

³ Follow-up: Provide update on displacement positions, in relation to the Department of Public Health and the Family Case Management transition. On page 2. (David Small)

⁴ Follow-up: Post position description for Corporate Compliance Officer on the shared drive. On page 2. (David Small)

⁵ For future meetings: discussion of personnel matters will be added as a regular standing agenda item. On page 3.